

Minden Public Schools
Board of Education
Board of Education Regular Meeting
Minden High School Media Center
543 West 5th
Minden, NE 68959-0301
Monday, June 14, 2021 7:00 PM

1. Hearing on Policy 5416, Policy 6400, and Policy 5415
 - 1.a. At 7:00 pm, Open Hearing to Receive Support, Opposition, Criticism, and/or Suggestions for the Reaffirmation of Policy 5416 Student Fees, Policy 6400 Parental Involvement, and Policy 5415 Anti-Bullying
 - 1.b. At 7:06 pm, Close Hearing on Policy 5416, Policy 6400, and Policy 5415
2. Call to Order at 7:06 pm
3. Public Comment
4. Consent Agenda
 - 4.a. Consider Minutes from Prior Meeting
 - 4.b. Consider Financial Reports
 - 4.c. Consider Expenditures and Claims for Payment
5. Reports
 - 5.a. Board Committees
 - 5.b. Principals
 - 5.c. Superintendent
 - 5.d. Other
6. Policy Review and Updates
 - 6.a. Consider Policy 3132 Internal Controls
 - 6.b. Consider Amendments to Policy 1200 Anti-discrimination, Policy 4003 Anti-discrimination, Policy 5401 Anti-discrimination, and Policy 6600 Special Education
7. Action Items
 - 7.a. Consider, Discuss, and Take Action on Removal of Policy 4025 Patient Protection and Affordable Care Act
 - 7.b. Consider, Discuss, and Take Action on Amendments to Policy 4001 Recruitment and Selection, Policy 4004 Duty Hours of Employees, Policy 4009 Drug & Substance Use & Abuse (with Appendix), Policy 4140 Professional Growth, and Policy 4221 Leaves of Absence
 - 7.c. Consider, Discuss, and Take Action on the Adoption of Policy 4025 Professional Boundaries Between Employees & Students and Policy 4028 Employee Fundraising
 - 7.d. Consider, Discuss, and Take Action on Reaffirming Series 4000 Policies
 - 7.e. Consider, Discuss, and Take Action on Reaffirmation of Policy 5415 Antibullying, Policy 6400 Parental Involvement, and Policy 5416 Student Fees
 - 7.f. Consider, Discuss, and Take Action on Designation of Federal Programs Representative

- 7.g. Consider, Discuss, and Take Action on Authorization of Superintendent to Dispose of Materials
- 7.h. Consider, Discuss, and Take Action on 2020-21 and 2021-22 Extra-Duty Pay for FFA Sponsor
- 7.i. Consider, Discuss, and Take Action on Mission Statement
- 7.j. Consider, Discuss, and Take Action on Resolution Regarding Refinancing of 2016 Bonds
8. Next Meeting
9. At 8:04 pm, Adjournment per Board President Action

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2009
Date Reaffirmed: May 10, 2021

StudentsStudent Fees Policy

The Board of Education of Minden Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611 (transportation)
Neb. Rev. Stat. Sec. 79-2104 (student files or records)
Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)
Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)
Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date Reaffirmed: May 11, 2020

Date Reaffirmed: May 10, 2021

InstructionParental/Community Involvement in Schools

Kearney County School District 0503, a/k/a Minden Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: December 15, 2009
Date Reaffirmed: May 10, 2021

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
May 10, 2021**

The agenda for the May 10, 2021 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and notice was published in the local paper.

The board meeting began at 7:00 pm with all board members present, except Sinsel. Katie Sinsel was absent and not present at the meeting.

Public comment was heard from Connie Hansen, Jennifer Muller, and Gerald Kershner.

Motion by Krull and second by Craig to approve the consent agenda consisting of minutes from the April 12 and April 26 meetings and the April 12 Americanism meeting, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

The board reviewed the removal of Policy 4025 Patient Protection & Affordable Care Act.

The board reviewed the amendments to Policy 4001 Recruitment & Selection, Policy 4004 Duty Hours of Employees, Policy 4009 Drug & Substance Use & Abuse (with Appendix), 4140 Professional Growth, and Policy 4221 Leaves of Absence.

The board reviewed 4025 Professional Boundaries Between Employees & Students and Policy 4028 Employee Fundraising.

Motion by Raun and second by Glanzer to approve the amendments to Policy 5205 Graduation, Policy 5414 Identification of Learners with High Ability, Policy 5421 Use of Restraints & Seclusion, and Policy 6410 Title I Parental & Family Engagement Policy. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Glanzer and second by Krull to adopt Policy 6214 Assessment Security and Policy 6290 Dedications & Commencement. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Krull and second by Craig to remove Policy 5411 Law Violations and Regulations 6601-6615. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Glanzer and second by Rhynalds to reaffirm the Series 5000 Policies, Series 6000 Policies, and Series 7000 Policies. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

Motion by Krull and second by Raun to approve the 2021-22 capacity limits for Policy 5006 Option Enrollment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, aye; Sinsel, absent. Motion carried.

At 7:43 pm, meeting adjourned per Board President action.

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
May 27, 2021**

The agenda for the May 27, 2021 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, the Minden city office, and the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and notice was published in the local paper.

The board meeting began at 7:30 am with all board members present, except Rhynalds.

Motion by Raun and second by Krull to approve the Resolution of the Board of Education of Kearney County School District No. 50-0503, a/k/a Minden Public School District Removing Board Member Katie Sinsel regarding the appointment of Darcie Reed to fill the vacancy on the Board. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Rhynalds, absent. Motion carried.

Darcie Reed was sworn in as a new member of the Board.

Motion by Craig and second by Glanzer to approve the change order for the middle school roof and give the Superintendent the authority to negotiate the final contract not to exceed \$431,600.00. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, absent. Motion carried.

Motion by Krull and second by Raun to excuse the absence of Rusty Rhynalds. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, absent. Motion carried.

At 7:41 am, the meeting was adjourned by Board President action.

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
May 31, 2021

SCHOOL BALANCE - March 31, 2021			\$102,592.98
Current Months Receipts			\$2,664,116.28
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			\$2,766,709.26
Less: Disbursements			\$901,457.42
Transfer to Investments			\$1,760,000.00
Total Disbursements			\$2,661,457.42
SCHOOL BALANCE - May 31, 2021			\$105,251.84
BALANCE PER BANK STATEMENT - May 31, 2021			\$110,622.62
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$5,370.78
RECONCILED BANK BALANCE - May 31, 2021			\$105,251.84
(Balance - May 31, 2020 = \$154,540.47)			
GENERAL FUND INVESTMENTS			\$3,545,187.17
Money Market Minden Exchange	\$2,260,133.54	0.45% demand	
Money Market First Bank	\$1,285,053.63	0.12% demand	
(Balance May 31, 2020 = \$3,885,848.22)			
DEPRECIATION FUND INVESTED			\$694,215.73
Money Market Minden Exchange Bank	\$305,630.26	0.45% demand	
Money Market First Bank	\$118,883.87	0.12% demand	
NE Liquid Asset Fund - Depreciation Fund	\$269,696.41	0.01% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance May 31, 2020 = \$686,411.56)			
BUILDING FUND			\$811,572.64
Money Market Minden Exchange Bank	\$438,513.88	0.45% demand	
Money Market First Bank	\$358,843.04	0.12% demand	
NE Liquid Asset Fund - Building Fund	\$14,211.22	0.01% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance May 31, 2020 = \$2,054,441.32)			
BOND FUND			\$1,658,332.66
Money Market Minden Exchange Bank	\$1,655,932.16	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$2,400.50	0.01% demand	
(Balance May 31, 2020 = \$1,700,510.00)			
LUNCH FUND			\$132,233.45
Money Market First Bank	\$3,903.72	0.06% demand	
Checking First Bank	\$128,329.73		
(Balance May 31, 2020 = \$78,267.10)			
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$6,900,000.00	Plus 250M FDIC	
First Bank	\$2,065,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT SUPPLEMENT
ACCOUNT RECONCILIATIONS
May 31, 2021

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
General Fund							
MEB	401505	\$102,592.98	\$2,664,116.28	(\$1,760,000.00)	\$901,457.42	\$105,251.84	\$154,540.47
MEB	601096	\$499,592.20	\$541.34	\$1,760,000.00	\$0.00	\$2,260,133.54	\$2,603,673.80
FB&T	801472	\$1,284,922.67	\$130.96	\$0.00	\$0.00	\$1,285,053.63	\$1,282,174.42
	Subtotal	\$1,887,107.85	\$2,664,788.58	\$0.00	\$901,457.42	\$3,650,439.01	\$4,040,388.69
Depreciation Fund							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$305,524.79	\$105.47	\$0.00	\$0.00	\$305,630.26	\$4,413.58
FB&T	807982	\$118,871.75	\$12.12	\$0.00	\$0.00	\$118,883.87	\$118,617.50
NLAF	9300656	\$269,696.23	\$0.18	\$0.00	\$0.00	\$269,696.41	\$563,375.29
	Subtotal	\$694,097.96	\$117.77	\$0.00	\$0.00	\$694,215.73	\$686,411.56
Building Fund							
MEB	106690	\$4.50	\$0.00	\$68,500.00	\$68,500.00	\$4.50	\$4.50
MEB	603209	\$392,192.14	\$114,821.74	(\$68,500.00)	\$0.00	\$438,513.88	\$194,160.23
FB&T	801407	\$358,806.47	\$36.57	\$0.00	\$0.00	\$358,843.04	\$58,166.59
NLAF	9300655	\$14,211.10	\$0.12	\$0.00	\$0.00	\$14,211.22	\$1,802,110.00
	Subtotal	\$765,214.21	\$114,858.43	\$0.00	\$68,500.00	\$811,572.64	\$2,054,441.32
Bond Fund							
MEB	620112	\$1,166,443.82	\$489,488.34	\$0.00	\$0.00	\$1,655,932.16	\$901,659.64
NLAF	9300692	\$2,400.48	\$0.02	\$0.00	\$0.00	\$2,400.50	\$798,850.36
	Subtotal	\$1,168,844.30	\$489,488.36	\$0.00	\$0.00	\$1,658,332.66	\$1,700,510.00
Lunch Fund							
FB&T	990119	\$132,962.22	\$65,544.72	\$0.00	\$70,177.21	\$128,329.73	\$74,366.41
FB&T	801399	\$3,903.52	\$0.20	\$0.00	\$0.00	\$3,903.72	\$3,900.69
	Subtotal	\$136,865.74	\$65,544.92	\$0.00	\$70,177.21	\$132,233.45	\$78,267.10
Grand Total		\$4,652,130.06	\$3,334,798.06	\$0.00	\$1,040,134.63	\$6,946,793.49	\$8,560,018.67

2020/21 Projections vs. Actuals for General Fund As of May 31, 2021

Income

2020/21 Budgeted Income = \$10,644,125.12

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,028,770.25	\$2,220,565.03	\$191,794.78	\$191,794.78
October	\$571,589.52	\$406,818.24	(\$164,771.28)	\$27,023.50
November	\$161,790.70	\$257,564.18	\$95,773.48	\$122,796.98
December	\$150,082.16	\$175,348.82	\$25,266.66	\$148,063.64
January	\$1,667,934.41	\$1,571,149.50	(\$96,784.91)	\$51,278.73
February	\$873,882.67	\$767,038.81	(\$106,843.86)	(\$55,565.13)
March	\$579,040.41	\$650,096.71	\$71,056.30	\$15,491.17
April	\$523,690.96	\$525,634.51	\$1,943.55	\$17,434.72
May	\$2,749,377.52	\$2,664,356.38	(\$85,021.14)	(\$67,586.42)
June	\$987,774.81			
July	\$155,404.23			
August	\$194,787.48			

Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$931,893.66	\$1,204,581.41	\$272,687.75	\$272,687.75
October	(\$364,598.14)	(\$523,658.77)	(\$159,060.63)	\$113,627.12
November	(\$780,219.02)	(\$681,808.56)	\$98,410.46	\$212,037.58
December	(\$796,585.21)	(\$654,724.90)	\$141,860.31	\$353,897.89
January	\$725,924.69	\$645,338.88	(\$80,585.81)	\$273,312.08
February	(\$57,647.34)	(\$80,946.37)	(\$23,299.03)	\$250,013.05
March	(\$364,133.72)	(\$224,072.46)	\$140,061.26	\$390,074.31
April	(\$422,976.41)	(\$381,022.96)	\$41,953.45	\$432,027.76
May	\$1,779,421.90	\$1,763,331.16	(\$16,090.74)	\$415,937.02
June	(\$15,948.78)			
July	(\$776,125.78)			
August	(\$859,005.85)			

Expenses

2020/21 Budgeted Expenses = \$11,644,125.12

Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,096,876.59	\$1,015,983.62	(\$80,892.97)	(\$80,892.97)
October	\$936,187.66	\$930,477.01	(\$5,710.65)	(\$86,603.62)
November	\$942,009.72	\$939,372.74	(\$2,636.98)	(\$89,240.60)
December	\$946,667.37	\$830,073.72	(\$116,593.65)	(\$205,834.25)
January	\$942,009.72	\$925,810.62	(\$16,199.10)	(\$222,033.35)
February	\$931,530.01	\$847,985.18	(\$83,544.83)	(\$305,578.18)
March	\$943,174.13	\$874,169.17	(\$69,004.96)	(\$374,583.14)
April	\$946,667.37	\$906,657.47	(\$40,009.90)	(\$414,593.04)
May	\$969,955.62	\$901,025.22	(\$68,930.40)	(\$483,523.44)
June	\$1,003,723.59			
July	\$931,530.01			
August	\$1,053,793.33			

General Fund Balance

Beginning Reconciled GF Balance = \$2,583,421.58

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,515,315.24	\$3,788,002.99	\$272,687.75
October	\$3,150,717.10	\$3,264,344.22	\$113,627.12
November	\$2,370,498.08	\$2,582,535.66	\$212,037.58
December	\$1,573,912.87	\$1,927,810.76	\$353,897.89
January	\$2,299,837.56	\$2,573,149.64	\$273,312.08
February	\$2,242,190.22	\$2,492,203.27	\$250,013.05
March	\$1,878,056.50	\$2,268,130.81	\$390,074.31
April	\$1,455,080.09	\$1,887,107.85	\$432,027.76
May	\$3,234,501.99	\$3,650,439.01	\$415,937.02
June	\$3,218,553.21		
July	\$2,442,427.43		
August	\$1,583,421.58		

General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,427,944.11	\$4,411,003.50	\$1,016,940.61	81.26%
01125 - Academic Intervention (Flex Funding)	\$87,527.04	\$73,369.75	\$14,157.29	83.83%
01200 - School Age SPED	\$1,149,755.70	\$864,225.60	\$285,530.10	75.17%
01291 - Preschool Age 3-5	\$14,296.20	\$13,456.06	\$840.14	94.12%
01292 - Preschool Age 0-2	\$100.00	\$0.00	\$100.00	0.00%
01300 - Summer School	\$15,039.18	\$0.00	\$15,039.18	0.00%
02120 - Guidance Counselor	\$325,318.31	\$271,278.61	\$54,039.70	83.39%
02130 - Health Services	\$65,284.94	\$55,877.05	\$9,407.89	85.59%
02141 - School Psychologist - School Age	\$68,678.76	\$56,404.69	\$12,274.07	82.13%
02151 - Speech Path & Deaf Ed	\$195,633.11	\$158,983.20	\$36,649.91	81.27%
02152 - Speech Path & Deaf Ed	\$500.00	\$0.00	\$500.00	0.00%
02153 - Speech Path & Deaf Ed	\$0.00	\$375.00	(\$375.00)	
02161 - Occupational Therapy	\$26,750.00	\$32,150.87	(\$5,400.87)	120.19%
02171 - Physical Therapy	\$10,500.00	\$6,740.50	\$3,759.50	64.20%
02172 - Physical Therapy	\$100.00	\$360.00	(\$260.00)	360.00%
02173 - Physical Therapy	\$500.00	\$601.00	(\$101.00)	120.20%
02190 - Student Activities	\$204,672.07	\$160,186.45	\$44,485.62	78.26%
02213 - Instructional Staff Training	\$10,000.00	\$2,500.00	\$7,500.00	25.00%
02220 - Media Center	\$227,450.63	\$190,843.92	\$36,606.71	83.91%
02230 - Technology Support	\$179,750.80	\$155,501.49	\$24,249.31	86.51%
02240 - Assessment Coordinator	\$10,594.46	\$7,988.80	\$2,605.66	75.41%
02310 - Board of Education	\$42,900.00	\$27,644.11	\$15,255.89	64.44%
02320 - Superintendent	\$274,796.23	\$230,267.79	\$44,528.44	83.80%
02330 - District Legal Services	\$100,000.00	\$39,636.43	\$60,363.57	39.64%
02410 - Principal	\$609,909.76	\$503,894.83	\$106,014.93	82.62%
02510 - Business Office	\$204,122.54	\$141,940.46	\$62,182.08	69.54%
02610 - Custodial	\$471,812.04	\$359,546.86	\$112,265.18	76.21%
02620 - Building Maintenance	\$812,522.89	\$511,524.68	\$300,998.21	62.96%
02630 - Grounds Maintenance	\$157,214.34	\$98,989.90	\$58,224.44	62.96%
02640 - Equipment Repair & Maintenance	\$40,980.28	\$25,285.06	\$15,695.22	61.70%
02650 - Non-Pupil Vehicle	\$34,350.00	\$36,030.52	(\$1,680.52)	104.89%
02660 - Security	\$9,500.00	\$1,390.50	\$8,109.50	14.64%
02670 - Safety	\$33,560.00	\$8,832.71	\$24,727.29	26.32%
02710 - School Bus Driving	\$304,358.56	\$214,047.38	\$90,311.18	70.33%
02712 - School Age SPED Driving	\$2,244.75	\$0.00	\$2,244.75	0.00%
02713 - Below Age 5 SPED Driving	\$10,722.68	\$5,731.93	\$4,990.75	53.46%
02730 - School Bus Driving Vehicle Maintenance	\$58,612.81	\$30,058.91	\$28,553.90	51.28%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$262.80	\$1,737.20	13.14%
03535 - High Ability Learners	\$66,409.06	\$38,029.63	\$28,379.43	57.27%
06200 - Title IA	\$163,334.00	\$131,329.82	\$32,004.18	80.41%
06406 - IDEA Preschool (619) Base Allocation	\$3,139.00	\$5,551.00	(\$2,412.00)	176.84%
06408 - IDEA Part B (611)	\$166,851.01	\$155,901.94	\$10,949.07	93.44%
06412 - IDEA Non-Public	\$4,389.86	\$4,389.00	\$0.86	99.98%
06998 - ESSER III	\$0.00	\$31,435.81	(\$31,435.81)	
08000 - Transfers (Outgoing)	\$50,000.00	\$0.00	\$50,000.00	0.00%
09000 - Reimbursed by Other Funds/Entities	\$0.00	\$4,241.97	(\$4,241.97)	
Total	\$11,644,125.12	\$9,067,810.53	\$2,576,314.59	77.87%

General Fund Revenues

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$8,837,289.12	\$4,915,366.06	\$3,921,923.06	55.62%
01115 - Carline Taxes	\$3,500.00	\$3,200.84	\$299.16	91.45%
01120 - Public Power District Sales Tax	\$10,000.00	\$47,239.36	(\$37,239.36)	472.39%
01125 - Motor Vehicle Taxes	\$400,000.00	\$360,764.96	\$39,235.04	90.19%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$13,037.67	\$4,712.33	73.45%
01370 - Preschool Tuition and Fees	\$17,500.00	\$15,120.00	\$2,380.00	86.40%
01510 - Interest	\$5,000.00	\$5,888.76	(\$888.76)	117.78%
01910 - Rental of School Facilities & Equipment	\$9,000.00	\$6,875.00	\$2,125.00	76.39%
01911 - Local License Fees	\$3,750.00	\$30.93	\$3,719.07	0.82%
01920 - Contributions and Donations	\$1,000.00	\$11,000.00	(\$10,000.00)	1100.00%
01921 - Police Court Fines	\$750.00	\$385.00	\$365.00	51.33%
01990 - Miscellaneous Local Revenue	\$300.00	\$48.38	\$251.62	16.13%
02110 - County Fines & License Fees	\$25,000.00	\$26,059.77	(\$1,059.77)	104.24%
03110 - State Aid	\$105,673.00	\$95,103.00	\$10,570.00	90.00%
03120 - Special Education - School Age	\$575,000.00	\$436,688.00	\$138,312.00	75.95%
03125 - SPED Transportation - School Age	\$2,000.00	\$3,443.00	(\$1,443.00)	172.15%
03130 - Homestead Exemption	\$0.00	\$44,405.38	(\$44,405.38)	
03131 - Property Tax Credit	\$0.00	\$689,108.68	(\$689,108.68)	
03180 - Pro-Rate Motor Vehicle	\$0.00	\$13,653.30	(\$13,653.30)	
03400 - State Apportionment	\$72,000.00	\$103,434.97	(\$31,434.97)	143.66%
03535 - High Ability Learners Payments	\$7,500.00	\$7,614.00	(\$114.00)	101.52%
03990 - Other State Receipts	\$0.00	\$56,491.20	(\$56,491.20)	
04505 - "ESSA Title I, Part A"	\$131,334.00	\$16,035.00	\$115,299.00	12.21%
04509 - "ESSA Title II, Part A"	\$22,000.00	\$0.00	\$22,000.00	0.00%
04516 - IDEA Preschool Base (619)	\$3,139.00	\$720.00	\$2,419.00	22.94%
04518 - IDEA Part B (611) Base & E-P Allocation	\$166,851.00	\$18,642.00	\$148,209.00	11.17%
04519 - IDEA Enrollment/Poverty	\$4,389.00	\$0.00	\$4,389.00	0.00%
04521 - IDEA Non-Public	\$0.00	\$4,280.00	(\$4,280.00)	
04525 - Carl Perkins Grant	\$2,000.00	\$0.00	\$2,000.00	0.00%
04708 - Medicaid in Public Schools (MIPS)	\$15,000.00	\$14,742.13	\$257.87	98.28%
04709 - Medicaid Administrative Activities (MAAPS)	\$15,000.00	\$12,233.75	\$2,766.25	81.56%
04996 - Elementary & Secondary School Emergency Relief (ESSER)	\$92,400.00	\$92,904.00	(\$504.00)	100.55%
05300 - Sale of Property	\$10,000.00	\$1,539.05	\$8,460.95	15.39%
05301 - Insurance Adjustments	\$27,000.00	\$42,784.59	(\$15,784.59)	158.46%
05690 - Other Non-revenue Receipts	\$62,000.00	\$1,135.45	\$60,864.55	1.83%
Total	\$10,644,125.12	\$7,059,974.23	\$3,584,150.89	66.33%

Total MS HVAC Renovation Project as of 05/31/21 - Pay App #2

Item #	Work Description	Original Budget	Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	Retainage
1	HVAC Equipment	\$626,954.00		\$626,954.00	\$0.00	\$390,000.00		\$390,000.00	62.21%	\$236,954.00	\$39,000.00
2	VAV Boxes/Registers	\$14,108.00		\$14,108.00	\$0.00	\$14,108.00		\$14,108.00	100.00%	\$0.00	\$1,410.80
3	Refrigeration Piping	\$13,000.00		\$13,000.00	\$0.00			\$0.00	0.00%	\$13,000.00	\$0.00
4	Duct Wrap Insulation	\$8,739.00		\$8,739.00	\$0.00			\$0.00	0.00%	\$8,739.00	\$0.00
5	Air Balancing (Air & Fluid)	\$17,500.00		\$17,500.00	\$0.00			\$0.00	0.00%	\$17,500.00	\$0.00
6	Equipment Rental	\$9,000.00		\$9,000.00	\$0.00	\$5,000.00		\$5,000.00	55.56%	\$4,000.00	\$500.00
7	Temperature Controls (Engineered Controls)	\$265,000.00		\$265,000.00	\$0.00	\$82,548.00		\$82,548.00	31.15%	\$182,452.00	\$8,254.80
8	Roof Work (Ziemba Roofing)	\$5,000.00		\$5,000.00	\$0.00			\$0.00	0.00%	\$5,000.00	\$0.00
9	Structural Steel	\$5,000.00		\$5,000.00	\$0.00			\$0.00	0.00%	\$5,000.00	\$0.00
10	Crane Rental	\$22,000.00		\$22,000.00	\$0.00			\$0.00	0.00%	\$22,000.00	\$0.00
11	Ceiling Work	\$7,500.00		\$7,500.00	\$0.00			\$0.00	0.00%	\$7,500.00	\$0.00
12	Electrical Work (A&E Electrical)	\$144,300.00		\$144,300.00	\$40,000.00	\$17,300.00		\$57,300.00	39.71%	\$87,000.00	\$5,730.00
13	Plumbing Work (Uden Plumbing)	\$179,775.00		\$179,775.00	\$0.00	\$20,000.00		\$20,000.00	11.13%	\$159,775.00	\$2,000.00
14	Labor/Sheetmetal	\$220,374.00		\$220,374.00	\$10,000.00	\$3,000.00		\$13,000.00	5.90%	\$207,374.00	\$1,300.00
15	Demo	\$14,250.00		\$14,250.00	\$0.00			\$0.00	0.00%	\$14,250.00	\$0.00
16	Discovery Allowance	\$50,000.00		\$50,000.00	\$0.00			\$0.00	0.00%	\$50,000.00	\$0.00
17	Bond	\$20,000.00		\$20,000.00	\$20,000.00			\$20,000.00	100.00%	\$0.00	\$2,000.00
18	Floor Protection	\$7,500.00		\$7,500.00	\$0.00			\$0.00	0.00%	\$7,500.00	\$0.00
	Total	\$1,630,000.00	\$0.00	\$1,630,000.00	\$70,000.00	\$531,956.00	\$0.00	\$601,956.00	36.93%	\$1,028,044.00	\$60,195.60

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

05/01/2021 through 05/31/2021

Bank Statement Reconciliation Summary

Statement Balance	\$ 326,067.60
- Outstanding checks	\$ 11,145.74
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 314,921.86
+ Investments	\$ 37,000.00
Book Balance	\$ 351,921.86

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/15/2021	2005	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
06/15/2021	2006	Ameritas Life Insurance Corp..	Vision Insurance	\$ 1,032.11
06/15/2021	2007	Blue Cross Blue Shield	Dental Insurance	\$ 732.26
06/15/2021	2007	Blue Cross Blue Shield	District Dental Insurance	\$ 220.33
06/15/2021	2007	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 5,905.35
06/15/2021	2007	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,213.48
06/15/2021	2007	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 4,727.25
06/15/2021	2007	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 2,311.52
06/15/2021	2007	Blue Cross Blue Shield	District HDHP Health Ins SPD	\$ 1,044.00
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins 2PT	\$ 25,098.48
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,132.22
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins FAM	\$ 87,520.58
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,435.60
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins SPD	\$ 8,623.23
06/15/2021	2007	Blue Cross Blue Shield	District Health Ins Split	\$ 1,862.14
06/15/2021	2007	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 616.74
06/15/2021	2007	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,236.25
06/15/2021	2007	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 225.63
06/15/2021	2008	Credit Management Services, Inc.	Credit Mgmt Services, Inc	\$ 116.43
06/15/2021	2009	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 1,175.00
06/15/2021	2010	Ivy Funds	Waddell & Reed TSA	\$ 1,000.00
06/15/2021	2011	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 269.55
06/15/2021	2011	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,245.83
06/15/2021	2011	Madison National Life Insurance Co., Inc.	Summer Life Ins.	\$ 233.30
06/15/2021	2011	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 487.13
06/15/2021	2012	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 3,881.27
06/15/2021	2013	Minden Public Schools	District Court	\$ 1,186.00
06/15/2021	2013	Minden Public Schools	F/b Dependent Care	\$ 625.01
06/15/2021	2013	Minden Public Schools	F/b Medical Dental	\$ 3,922.60
06/15/2021	2013	Minden Public Schools	Increased Retirement Percent	\$ 12,645.73
06/15/2021	2013	Minden Public Schools	NE Retirement	\$ 85,804.67
06/15/2021	2013	Minden Public Schools	NE Retirement Repayment	\$ 288.50
06/15/2021	2013	Minden Public Schools	Summer Vision	\$ 303.04
06/15/2021	2014	Minden Public Schools.	Computer Lease Purchase	\$ 244.20
06/15/2021	2015	Mps Payroll	Federal Withholding	\$ 41,884.44
06/15/2021	2015	Mps Payroll	FICA	\$ 64,314.62
06/15/2021	2015	Mps Payroll	Medicare	\$ 15,041.36
06/15/2021	2016	Mps Payroll NE Income Tax	State Withholding - NE	\$ 18,597.19
06/15/2021	2017	New York Life	Ny Life Tsa	\$ 200.00
06/15/2021	2018	Ace Irrigation & Mfg.. Co.	Grounds Supplies	\$ 259.00
06/15/2021	2019	All Seasons Irrigation, LLC	Vacant Lot Sprinkler Install	\$ 4,200.00
06/15/2021	2020	Alpha Rehabilitation, P.C.	OT & Speech Services	\$ 556.69
06/15/2021	2021	Amazon Capital Services, Inc.	East Summer School Supplies	\$ 469.37
06/15/2021	2021	Amazon Capital Services, Inc.	HS FCS Class Supplies	\$ 25.90
06/15/2021	2021	Amazon Capital Services, Inc.	HS Life Skills Textbooks	\$ 109.27
06/15/2021	2021	Amazon Capital Services, Inc.	HS Principal Office Supplies	\$ 0.99
06/15/2021	2021	Amazon Capital Services, Inc.	Maintenance Supplies	\$ 54.95
06/15/2021	2021	Amazon Capital Services, Inc.	Tech Department Desk	\$ 109.99
06/15/2021	2022	Anderson Jewelry	Teacher Retirement	\$ 195.00
06/15/2021	2023	Apple Computer	Superintendent Computer	\$ 2,288.00
06/15/2021	2023	Apple Computer	Volume Purchasing Credits	\$ 200.00
06/15/2021	2024	Aurora Cooperative	Fuel & Grounds Chemicals	\$ 2,510.29
06/15/2021	2025	Axtell Community Schools	Student SPED Tuition	\$ 2,852.08
06/15/2021	2026	Black Hills Energy	Bus Barn Natural Gas	\$ 74.85

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/15/2021	2026	Black Hills Energy	East Natural Gas	\$ 342.80
06/15/2021	2026	Black Hills Energy	MS Natural Gas (Activity Bldg Meter)	\$ 532.81
06/15/2021	2026	Black Hills Energy	MS/HS Natural Gas	\$ 1,623.48
06/15/2021	2027	Blick Art Materials	HS Art Supplies	\$ 15.15
06/15/2021	2027	Blick Art Materials	MS Art Supplies	\$ 35.98
06/15/2021	2028	BSN Sports	Athletic Supplies	\$ 646.62
06/15/2021	2028	BSN Sports	HS Football Supplies	\$ 98.38
06/15/2021	2029	Cardmember Service	Credit Card Over Limit Fee	\$ 39.00
06/15/2021	2029	Cardmember Service	FB Field Access Point	\$ 192.43
06/15/2021	2029	Cardmember Service	FCCLA National Conference Expenses	\$ 4,737.50
06/15/2021	2029	Cardmember Service	HS Math Supplies	\$ 345.52
06/15/2021	2029	Cardmember Service	HS Principal Secretary Planner	\$ 45.31
06/15/2021	2029	Cardmember Service	HS Software Subscription	\$ 5.00
06/15/2021	2029	Cardmember Service	HS SPED Changing Mat	\$ 99.22
06/15/2021	2029	Cardmember Service	HS SPED Software	\$ 108.00
06/15/2021	2029	Cardmember Service	HS Vocal Sheet Music	\$ 56.46
06/15/2021	2029	Cardmember Service	MS Journalism Microphone	\$ 53.74
06/15/2021	2029	Cardmember Service	Reading Software	\$ 216.00
06/15/2021	2029	Cardmember Service	Records Request Software	\$ 59.99
06/15/2021	2029	Cardmember Service	Sam's Club	\$ 399.20
06/15/2021	2029	Cardmember Service	Senator Meeting Meal	\$ 42.65
06/15/2021	2030	Cascade School Supplies	Coop Supply Order	\$ 60.45
06/15/2021	2031	Century Link Long Distance	Long Distance Telephone Service	\$ 8.38
06/15/2021	2032	CenturyLink - Regular Telephone	Telephone Service	\$ 477.05
06/15/2021	2033	City Of Minden	Utilities	\$ 17,369.78
06/15/2021	2034	Clearly Communications	Telephone Services	\$ 714.74
06/15/2021	2035	Companion	Keepn Track Software Renewal	\$ 804.00
06/15/2021	2036	Computer Hardware, Inc.	East Computer Connector	\$ 29.00
06/15/2021	2036	Computer Hardware, Inc.	HS Chromebooks	\$ 1,595.00
06/15/2021	2036	Computer Hardware, Inc.	HS Computer Connector	\$ 29.00
06/15/2021	2036	Computer Hardware, Inc.	MS Computer Repair	\$ 449.00
06/15/2021	2036	Computer Hardware, Inc.	MS Projector and Mount	\$ 1,998.00
06/15/2021	2036	Computer Hardware, Inc.	Projector Bulbs	\$ 300.00
06/15/2021	2036	Computer Hardware, Inc.	Projector Lamp	\$ 75.00
06/15/2021	2037	Cornerstone Electric	HS Exit Light	\$ 247.50
06/15/2021	2038	DAS State Accounting - Central Finance	Internet Service	\$ 678.00
06/15/2021	2039	Dollar General	Central Office Supplies	\$ 15.10
06/15/2021	2039	Dollar General	East Art Supplies	\$ 64.80
06/15/2021	2039	Dollar General	HS Custodial Supplies	\$ 30.65
06/15/2021	2039	Dollar General	HS Life Skills Supplies	\$ 5.50
06/15/2021	2040	Eakes Office Solutions	Color Copy Overage	\$ 1,414.47
06/15/2021	2040	Eakes Office Solutions	Copy Machine Staples	\$ 98.00
06/15/2021	2041	Educational Service Unit #10	SPED Services & Powerschool	\$ 316.83
06/15/2021	2042	Educational Service Unit #11	November Educational Services	\$ 4,718.73
06/15/2021	2042	Educational Service Unit #11	SPED Contracted Services	\$ 4,701.01
06/15/2021	2043	Egan Supply Co.	COOP Order	\$ 566.39
06/15/2021	2044	Engineered Controls, Inc.	HS HVAC Repair	\$ 447.75
06/15/2021	2044	Engineered Controls, Inc.	MS HVAC Repair	\$ 135.00
06/15/2021	2045	Family Physical Therapy & Sports Center, P.C.	OT/PT Services	\$ 9,120.00
06/15/2021	2046	First Advantage Occupational Health Service Corp.	Driver Alcohol Testing	\$ 10.42
06/15/2021	2047	Flinn Scientific	MS Science Supplies	\$ 59.65
06/15/2021	2048	Follett School Solutions, Inc.	HS Library Software	\$ 922.02
06/15/2021	2049	Gopher	MS PE Supplies	\$ 182.17
06/15/2021	2050	Hometown Leasing	Copier & Printer Lease #22795217	\$ 3,900.00

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/15/2021	2051	Island Sprinkler Supply	Sprinkler Parts	\$ 23.15
06/15/2021	2052	John Deere Financial	JD Mower Repair	\$ 2.58
06/15/2021	2053	Jura, Michelle L	Mileage Reimbursement	\$ 104.61
06/15/2021	2054	JW Pepper & Son, Inc.	HS Vocal Sheet Music	\$ 146.74
06/15/2021	2055	Kearney Winnelson Co.	Tools	\$ 297.00
06/15/2021	2056	Lakeshore Learning Materials	East Classroom Supplies	\$ 1,099.12
06/15/2021	2057	Mackin Book Company	East Library Books	\$ 2,554.87
06/15/2021	2057	Mackin Book Company	HS Library Books	\$ 1,506.41
06/15/2021	2058	Mason's Market	2nd Grade Supplies	\$ 71.85
06/15/2021	2058	Mason's Market	HS Ag Class Supplies	\$ 53.91
06/15/2021	2058	Mason's Market	HS FCS Supplies	\$ 226.79
06/15/2021	2058	Mason's Market	HS Life Skills Supplies	\$ 35.82
06/15/2021	2058	Mason's Market	Kindergarten Supplies	\$ 19.30
06/15/2021	2058	Mason's Market	MS Life Skills Supplies	\$ 4.12
06/15/2021	2058	Mason's Market	MS Science Supplies	\$ 9.33
06/15/2021	2058	Mason's Market	Water Softener Salt	\$ 1,758.96
06/15/2021	2059	Matheson Tri-Gas, Inc.	HS Metals Shop Supplies	\$ 976.90
06/15/2021	2060	McGraw Hill School Education	3rd Grade Reading Books	\$ 647.40
06/15/2021	2060	McGraw Hill School Education	Corrective Reading Books	\$ 3,627.75
06/15/2021	2061	Medtox Laboratories	Driver Drug Testing	\$ 43.25
06/15/2021	2062	Mhs Activities Fund	FBLA National Leadership Conference	\$ 65.00
06/15/2021	2063	Mid-States Automation & Control, Inc.	East HVAC Preventative Service Agreement	\$ 810.00
06/15/2021	2064	Midwest Technology Products	HS Metals Shop Supplies	\$ 50.36
06/15/2021	2064	Midwest Technology Products	HS Wood Shop Supplies	\$ 707.57
06/15/2021	2065	Minden Courier	District Printing & Advertising	\$ 871.42
06/15/2021	2066	Minden Hardware	Supplies, Repairs, & UPS Shipping Charges	\$ 407.80
06/15/2021	2067	Minden Lumber & Concrete	HS Choir Room Repair	\$ 10.99
06/15/2021	2068	Minden Office Supply	Business Office Supplies	\$ 12.50
06/15/2021	2068	Minden Office Supply	Supplies	\$ 15,257.46
06/15/2021	2069	Napa Auto Parts	HS Auto/Metals Shop Supplies	\$ 388.41
06/15/2021	2070	Nasco	HS FCS Supplies	\$ (18.50)
06/15/2021	2070	Nasco	HS Health Class Supplies	\$ 334.70
06/15/2021	2071	Nebraska Central Equipment	Bus 20P Repair	\$ 991.89
06/15/2021	2072	Nebraska Future Problem Solving	Future Problem Solvers Fees	\$ 950.00
06/15/2021	2073	One Source	Background Checks	\$ 25.00
06/15/2021	2074	Paper 101	COOP Paper Order	\$ 679.14
06/15/2021	2075	Parco Scientific Company	HS Science Supplies	\$ 5.67
06/15/2021	2076	Pearson Clinical Assessment	Speech Pathology Testing	\$ 57.50
06/15/2021	2077	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Fees	\$ 3,987.00
06/15/2021	2078	Presto-X Company	Pest Control Services	\$ 139.00
06/15/2021	2079	Protex Central, Inc.	MS Fire Alarm Repair	\$ 289.80
06/15/2021	2080	Really Good Stuff	East Classroom Supplies	\$ 603.53
06/15/2021	2081	Riddell All American	Athletic Supplies	\$ 19.25
06/15/2021	2082	Rob Armstrong	Golf Balls	\$ 545.56
06/15/2021	2083	School Health Corporation	School Nurse Supplies	\$ 43.70
06/15/2021	2084	School Specialty, LLC	Central Office Supplies	\$ 163.73
06/15/2021	2084	School Specialty, LLC	COOP Order Supplies	\$ 0.55
06/15/2021	2084	School Specialty, LLC	MS SPED Supplies	\$ 26.05
06/15/2021	2085	Street Law, Inc.	HS Social Studies Supplies	\$ 32.50
06/15/2021	2086	Teachers Pay Teachers	East Summer School Supplies	\$ 42.99
06/15/2021	2086	Teachers Pay Teachers	MS Summer School Supplies	\$ 63.93
06/15/2021	2087	The Home Depot Pro	Custodial Supplies	\$ 689.27
06/15/2021	2088	Tom's Music House	HS Band Supplies	\$ 52.42
06/15/2021	2089	Troxell Communications, Inc.	HS Industrial Tech Supplies	\$ 49.41

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/15/2021	2090	U.S. Post Office	Post Office Box Fee	\$ 150.00
06/15/2021	2090	U.S. Post Office	Postage	\$ 435.00
06/15/2021	2091	Verizon Wireless	Wireless Hotspot Data Plan	\$ 160.04
06/15/2021	2092	Village Uniform	East Mop & Mat Service	\$ 121.66
06/15/2021	2092	Village Uniform	HS Mop & Mat Service	\$ 353.89
06/15/2021	2092	Village Uniform	MS Mop & Mat Service	\$ 276.46
06/15/2021	2093	Ward's Science	HS Ag Class Supplies	\$ 76.81
06/15/2021	2094	Widdifield, James T	May Reimbursement	\$ 156.63
06/15/2021	2095	Woodcraft Supply, LLC	HS Wood Shop Supplies	\$ 99.95
06/15/2021	2096	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
06/15/2021	2097	Wright Express Fleet Services	Fuel	\$ 1,220.48
06/15/2021	2098	Xello, Inc.	MS Careers Software	\$ 785.00
06/15/2021	2099	Zaner-Bloser, Inc.	4th Grade Spelling Software	\$ 597.00
06/15/2021	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 34.90
06/15/2021	EFT	Minden Exchange Bank - EFT	Safe Deposit Box Rent	\$ 25.00
Subtotal				\$ 535,158.33
Net Payroll - June 2021				\$ 361,097.45
Total General Fund Disbursements - June 2021				\$ 896,255.78

Secretary Kevin Raun

Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	5/7/2021	Sysco - EFT	Commodities	\$8,073.14
EFT	5/7/2021	US Foods	Commodities	\$7,900.45
5671	5/7/2021	Hiland Dairy	Milk Products	\$6,124.06
5672	5/7/2021	Dollar General	Lunch Room Supplies	\$41.05
5673	5/7/2021	Minden Office Supply	Clipboard	\$4.55
5673	5/7/2021	Minden Office Supply	Lunch Room Printer Ink	\$29.58
5674	5/7/2021	Mason's Market	Commodities	\$44.63
5675	5/7/2021	Village Uniform	Kitchen Rag and Apron Service	\$278.30
5676	5/7/2021	Minden Hardware	Lunch Room Supplies	\$14.98
5677	5/7/2021	Cash-wa Distributing Co.	East Oven	\$7,795.00
5677	5/7/2021	Cash-wa Distributing Co.	Commodities	\$18,594.80
5678	5/7/2021	Chesterman Company	Beverages	\$503.40
246	6/15/2021	Ameritas Life Insurance Corp..	Liability Payment	\$52.05
247	6/15/2021	Blue Cross Blue Shield	Liability Payment	\$5,042.34
248	6/15/2021	Madison National Life Insurance Co., Inc.	Liability Payment	\$21.95
248	6/15/2021	Madison National Life Insurance Co., Inc.	Liability Payment	\$33.00
248	6/15/2021	Madison National Life Insurance Co., Inc.	Liability Payment	\$9.52
248	6/15/2021	Madison National Life Insurance Co., Inc.	Liability Payment	\$9.80
249	6/15/2021	Minden Public Schools	Liability Payment	\$1,940.64
249	6/15/2021	Minden Public Schools	Liability Payment	\$406.63
249	6/15/2021	Minden Public Schools	Liability Payment	\$35.84
250	6/15/2021	Mps Payroll	Liability Payment	\$1,852.79
251	6/15/2021	Mps Payroll NE Income Tax	Liability Payment	\$152.63
Subtotal				\$58,961.13
Net Payroll - June 2021				\$ 7,935.28
Total Lunch Fund Disbursements				\$ 66,896.41

Bond Fund Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	6/15/2021	BOK Financial Corporation	2016 Series Bond Interest Payment	\$67,107.50
EFT	6/15/2021	BOK Financial Corporation	2016 Series Semi-Annual Bond Paying Agent Fee	\$200.00
EFT	6/15/2021	BOK Financial Corporation	2017 Series Bond Interest Payment	\$48,168.75
EFT	6/15/2021	BOK Financial Corporation	2017 Series Semi-Annual Bond Paying Agent Fee	\$200.00
EFT	6/15/2021	BOK Financial Corporation	2020 Series Bond Interest Payment	\$139,307.50
EFT	6/15/2021	BOK Financial Corporation	2020 Series Semi-Annual Bond Paying Agent Fee	\$200.00
Total Bond Fund Disbursements - June 2021				\$255,183.75

Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Electric Work - 39.71% Complete	\$17,300.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Equipment Rental - 55.56% Complete	\$5,000.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Labor/Sheetmetal - 5.90% Complete	\$3,000.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Plumbing Work - 11.13% Complete	\$20,000.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	HVAC Equipment - 62.21% Complete	\$390,000.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	VAV Boxes/Registers - 100% Complete	\$3,328.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Temperature Controls - 31.15% Complete	\$82,548.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	VAV Boxes/Registers - 100% Complete	\$10,780.00
579	6/15/2021	Rutt's Heating & Air Conditioning, Inc.	Less: Retainage	(\$53,195.60)
580	6/15/2021	Engineering Technologies, Inc.	MS HVAC Reno. Construction Admin - 59.04% Complete	\$5,500.00
580	6/15/2021	Engineering Technologies, Inc.	Reimbursable Car Rental/Fuel/Meals	\$87.71
581	6/15/2021	Engineering Technologies, Inc.	Architect Design for Roof for HVAC Project	\$8,540.00
Total Building Fund Disbursements - June 2021				\$492,888.11

Minden High School

June 2021

Board of Education Report



1. June happenings at the High School:

Although we've been out of school less than a month, our building still seems quite busy. Each morning we have a large group of students in for morning weights, athletic teams using our facilities and we are even seeing our new staff members transitioning into their classrooms, which is exciting to say the least.

Summer school is in full swing at the high school, we have (9) nine students that are taking the opportunity to recover some credit from this past year. We have also enjoyed hosting summer school for the middle school students in the high school side of the building. It has been nice to get to know those students and it has been beneficial for the middle school students to become more familiar with our building.

Mr. Horner and I have been perfecting our 2021-2022 master schedule which is based on the classes the students enrolled in before they left for the summer. That schedule should be completed this week. Mr. Rowse and I have been working on student and staff handbook changes for the upcoming year. We have also taken some time to reflect on this past year and how we can make our building better for next year. August is right around the corner and with each passing day we are growing more excited to have students back in our classrooms.

2. New classes coming to the High School:

We are excited to announce that we will be coordinating several new classes with the middle school. The new course offerings will include a middle school woods class, a middle school metals class, and a middle school Intro to Ag class. In addition to these classes, our Middle School and High School Math Departments have been working together to offer a Pre-Algebra and an Algebra class at the Middle School for this fall. We are looking forward to future collaborations between our buildings and exploring ways to increase the academic offerings in our district.

(Continued on next page)

3. Preliminary ACT Testing Scores:

Below are the Preliminary ACT Testing scores from our April 2021 testing. The final official score with state comparisons will come out later this fall.

2011-2021 ACT Comparison of Minden High School & State of Nebraska

	English		Mathematics		Reading		Science		Composite	
	Minden	State	Minden	State	Minden	State	Minden	State	Minden	
2011	22.0	21.8	23.3	21.7	21.5	22.3	21.9	22.0	24.1	
2012	22.3	21.8	22.5	21.7	23.9	22.3	22.4	21.9	22.1	
2013	21.3	21.1	21.7	21.1	22.3	21.8	21.9	21.5	21.9	
2014	23.6	21.3	22.5	21.1	23.5	22.0	22.9	21.7	23.2	
2015	22.2	21.1	22.9	21.0	22.0	21.9	22.6	21.6	22.5	
2016	19.8	20.9	21.8	20.8	22.3	21.8	21.2	21.5	21.4	
2017	22.1	20.9	22.2	20.9	23.3	21.9	22.1	21.5	22.5	
2018	17.1	18.4	18.6	19.3	18.9	19.5	18.8	19.7	18.5	
2019	18.9	18.4	19.4	19.3	19.5	19.5	19.5	19.5	19.4	
2020	19.7	*	20.0	*	20.2	*	20.0	*	20.1	
2021	16.9	**	18.7	**	20.2	**	19.4	**	18.9	
		Represents a score that "equals" or "exceeds" state average.								
		Represents a score that is "below" state average.								
	* Data not compared across the state of Nebraska due to COVID-19		** Comparison data not available at time of printing							

4. Preliminary Comparisons in Fall 2020/Spring 2021 MAP Testing Scores:

Over the past ten years MPS has used MAP scores to track student progress. At the high school level we have tested students twice a year (once at the beginning of the year and then again at the end of the year. Starting in the 2021-2022 school year, the high school will be testing students three times a year to allow for triangulation of student data. This will give our staff an additional reference point to guide our instruction.

	Math	Math	Math	Reading	Reading	Reading	Language Arts	Language Arts	Language Arts	Science	Science	Science
Grade:	Fall 2020	Spring 2021	Growth	Fall 2020	Spring 2021	Growth	Fall 2020	Spring 2021	Growth	Fall 2020	Spring 2021	Growth
9th	232.60	235.40	2.80	220.80	223.70	2.90	219.90	220.50	0.60	218.80	221.00	2.20
10th	235.10	236.60	1.50	220.00	223.30	3.30	221.20	220.60	-0.60	219.40	221.80	2.40
11th	238.40	242.00	3.60	225.40	225.00	-0.40	224.60	224.30	-0.30	221.20	221.90	0.70

5. Additional Highlights at the High School:

Below are some additional highlights worth noting from the High School Building:

This year thirty-six of the forty-three graduates will be heading on to some form of higher education after graduation. This represents almost 84% of our students continuing their formal schooling after high school.

MHS will be sending students as far west as Surprise, Arizona, as far east as Omaha, Nebraska, as far south as Hastings, Nebraska, and as far north as Wayne, Nebraska. Thirty-five of the thirty-six students heading to higher education are planning to stay in the state of Nebraska.

The breakdown of colleges are as follows:

- 4- University of Nebraska- Lincoln
- 3- University of Nebraska-Omaha
- 7- University of Nebraska-Kearney
- 4- Nebraska College of Technical Agriculture at Curtis
- 2- Wayne State College
- 1- Nebraska Wesleyan,
- 1- Hastings College,
- 1- York College, and
- 1- Doane University.
- 7- Central Community College-Hastings/Kearney/Grand Island
- 3- Southeast Community College-Milford
- 2- Southeast Community College-Lincoln
- 1- Ottawa University-Surprise, Arizona

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5. Additional Highlights at the High School:

Early Entry College Classes:

Students at Minden High School took a total of 22 college courses this school year.

Summer Honors at ESU #11

Nineteen Minden students will be participating in the 2021 Summer Honors

9 in drama

2 in math

1 in agriculture

3 in creative writing

1 in film

1 in computer science

1 in logic

1 in engineering

Kearney Hub News Article: Minden grad following state trooper dad into law enforcement

See Article at: <https://rb.gy/d6b7fq>

Minden Public Schools
C.L. Jones Middle School
June 2021 Report to the Board of Education
Mrs. Chelsey Jensen, Administrator

The following information is a list of highlights at C.L. Jones Middle School:

Whippet of the Month Awards-

Congratulations to our May 2021 Whippets of the Month!

4th grade- Annie Marzolf, McKinley Segelke

5th grade- Jocelin Iniguez, Alyssa Cederburg

6th grade- Luz Lopez, Turner Schmidt

7th grade- Danica Schoone, Julie Suarez

8th grade- Koltdyn Heath, Kara Suchsland



Purple and White Day-

CLJMS Student Council organized the Purple and White Day celebration on the last day of school. Students participated in various games/ competitions from 9:00am-11:45am on May 19, 2021. After a morning of fierce competition, students were able to enjoy bottled water and hot dogs provided by CLJMS Student Council. The staff and students had a great time and this was an excellent way to celebrate that we were able to maintain in-person learning for the entire 2020-2021 school year!

2021 Nebraska Middle School Track & Field Championship Meet

Congratulations to our middle school track students for their outstanding participation at the Nebraska Middle School Track and Field Championship meet on Saturday, May 15, 2021 in Gothenburg, NE.

3200m Relay - 2nd - 9:26.74 - Caden Jameson

3200m Relay - 2nd - 9:26.74 - Nathan Althouse

3200m Relay - 2nd - 9:26.74 - Sam Cederburg

3200m Relay - 2nd - 9:26.74 - Will Runions

400m - 8th - 54.65 - Orrin Kuehn

800m - 18th - 2:22.81 - Caden Jameson

1600m - 10th - 5:07.17 - Caden Jameson

100m Hurdles - 11th - 17.5 - Mattie Kamery

200m Hurdles - 8th - 32.12 - Mattie Kamery

High Jump - 16th - 4-06 - Kinsie Land

Orrin J.V. Kuehn broke the 31 YEAR OLD - Minden 7th/8th Grade 400m Record held by Kevin Brewer.

Way to go Whippets!

Middle School Summer Enrichment Learning Program-

Our C.L. Jones Middle School Summer Enrichment Learning program started on June 1, 2021. Classes are taking place in the high school since the middle school is undergoing an HVAC update. Currently, there are 24 students participating in this free program during the month of June.

Open House/ 6th Grade Orientation-

For students in 4th, 5th, 7th and 8th grade: The CLJMS Back-to-School Open House will take place on August 10, 2021 from 6:00-8:00 PM at C.L. Jones Middle School. Students and families are encouraged to visit the building, meet with the teachers, and tour the building anytime between 6:00-8:00 PM.

For students in 6th grade: The sixth grade orientation for all sixth grade students and parents will take place on August 10, 2021 at 7:00 PM. We hope to see everyone there!

Measures of Academic Progress (MAP) Testing Data-

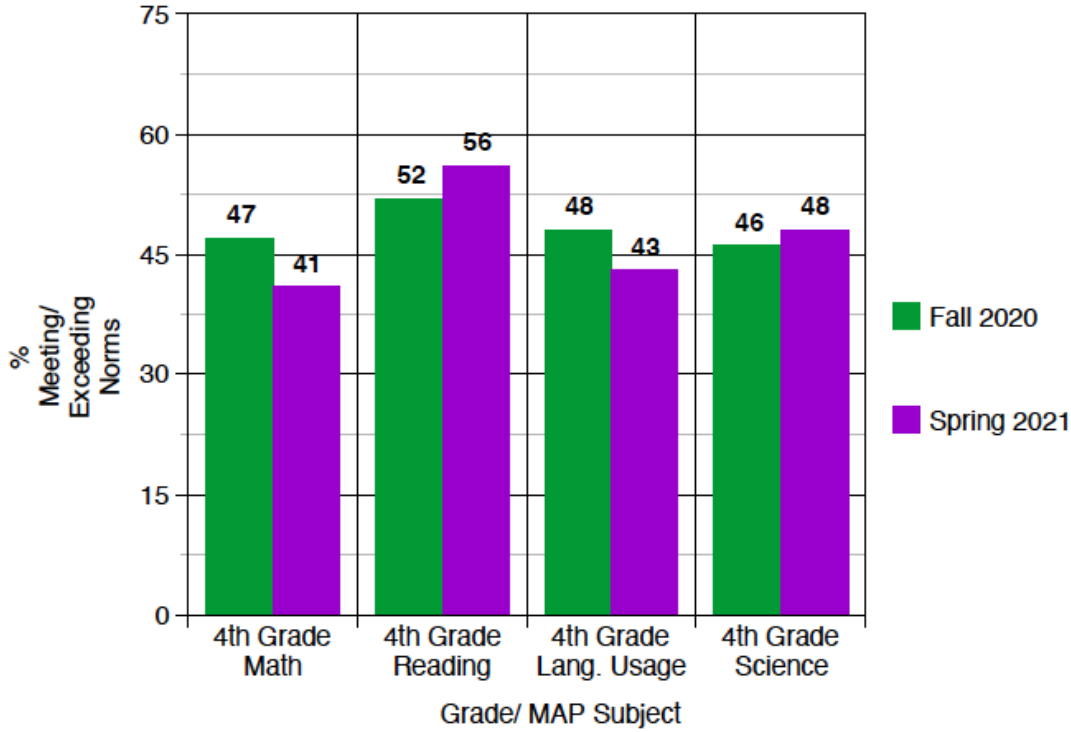
MAP (Measures of Academic Progress) is a computer adaptive test that adjusts to each student's learning level, providing test questions based on their responses to previous test questions. As the student responds to questions, the test responds to the student, adjusting up or down in difficulty. The results provide instructors with information to help target appropriate content for each student and monitor students' academic growth over time.

Students in grades 4-8 participated in MAP testing in September 2020 and April/ May 2021.

Students were tested in the areas of: Math, reading, language usage and science. Below you will see a breakdown of data by grade level and test subject. This is a comparison of the percentage of students meeting or exceeding grade level norms for the fall 2020 and spring 2021 testing periods. I am proud of our CLJMS students and the progress they've made this school year!

4th Grade

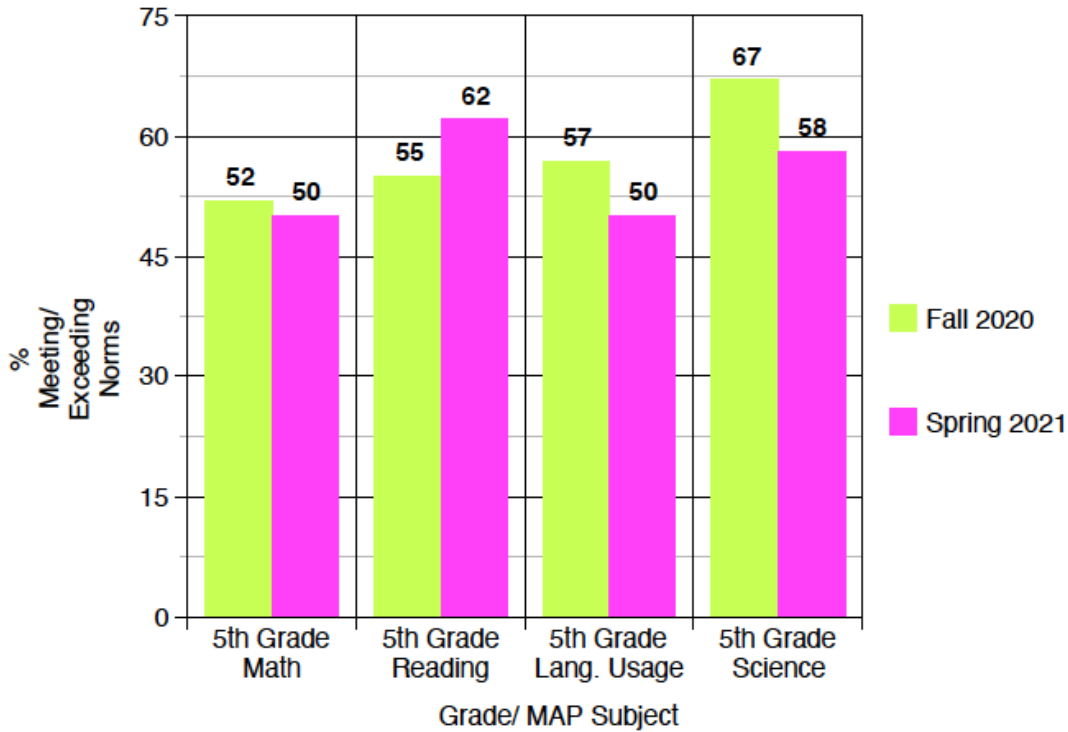
MAP Testing 2020-2021



Fall 2020/ Spring 2021 Comparison By Grade

5th Grade

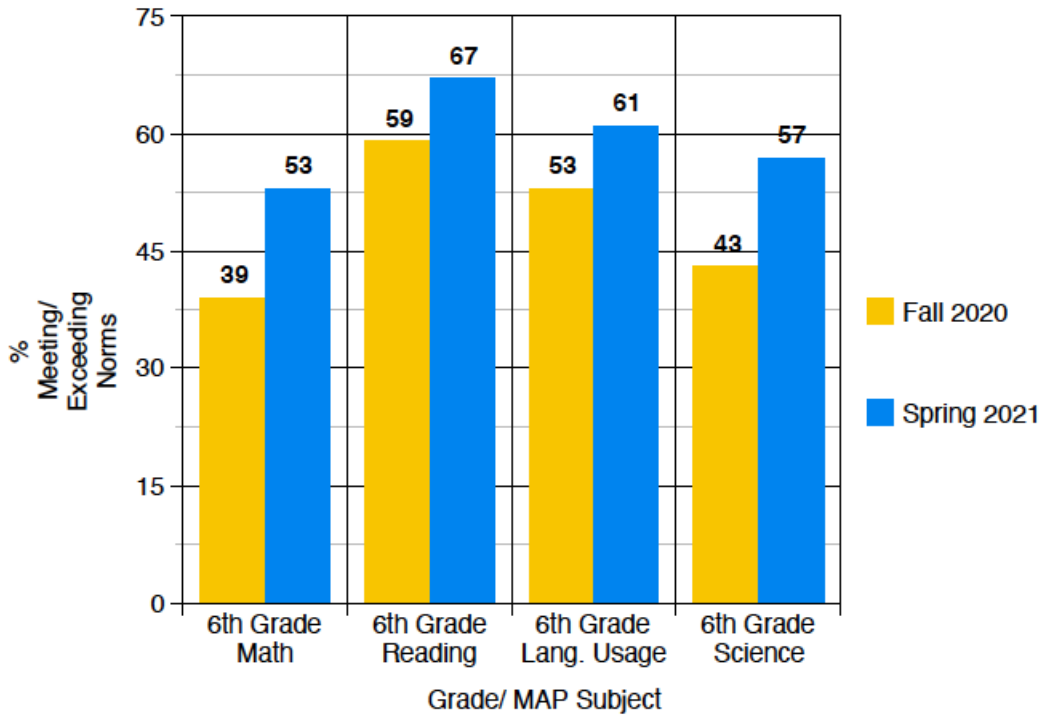
MAP Testing 2020-2021



Fall 2020/ Spring 2021 Comparison By Grade

6th Grade

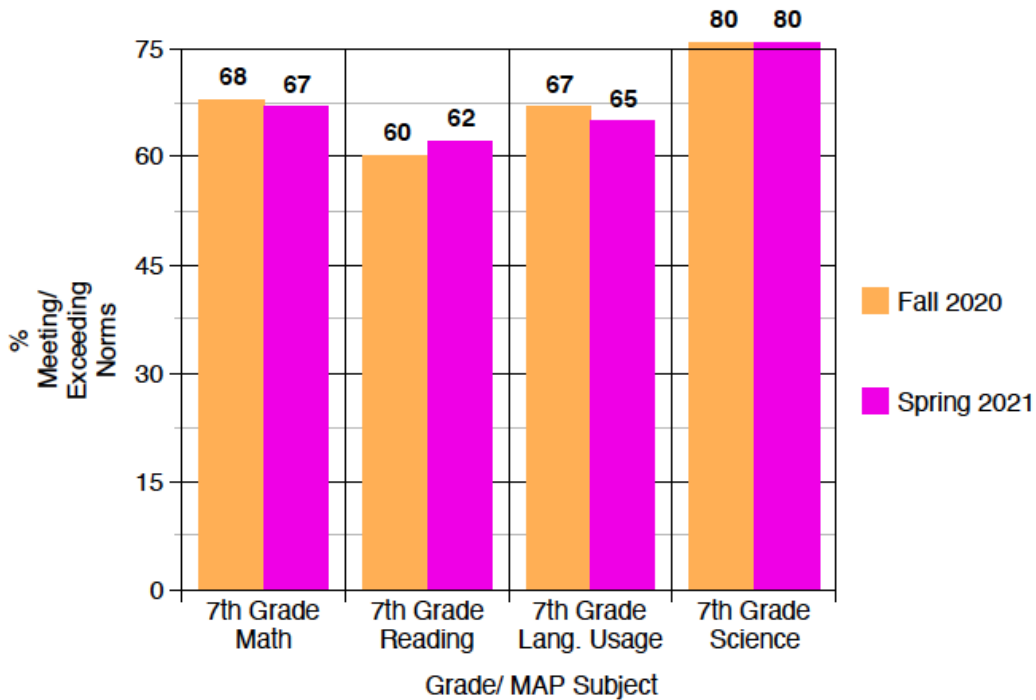
MAP Testing 2020-2021



Fall 2020/ Spring 2021 Comparison By Grade

7th Grade

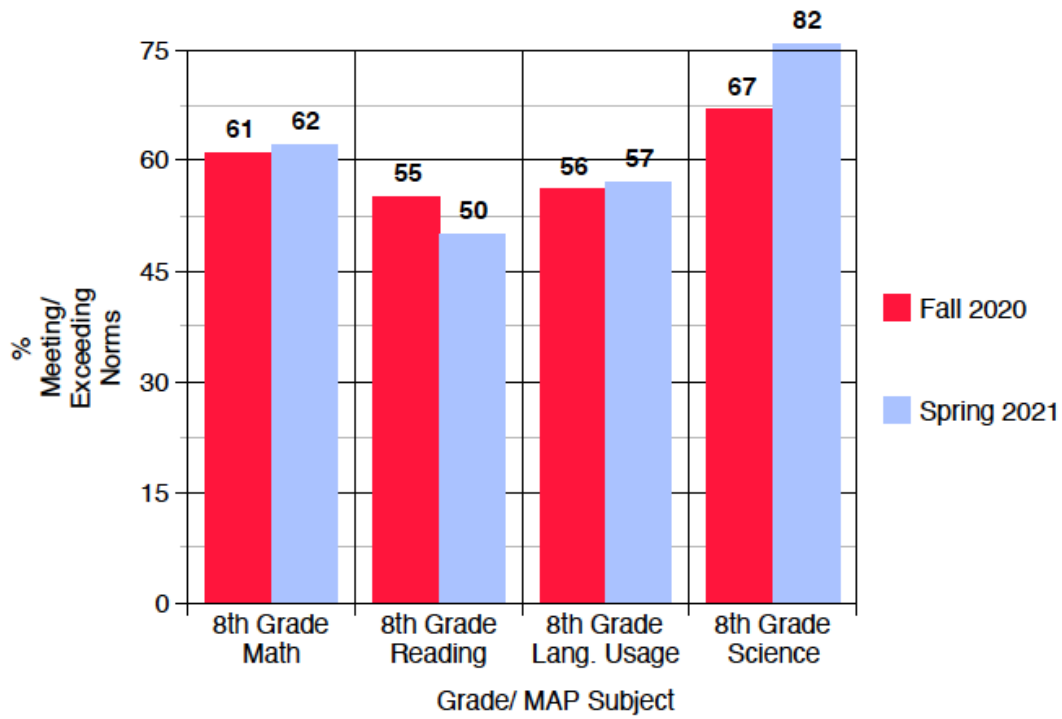
MAP Testing 2020-2021



Fall 2020/ Spring 2021 Comparison By Grade

8th Grade

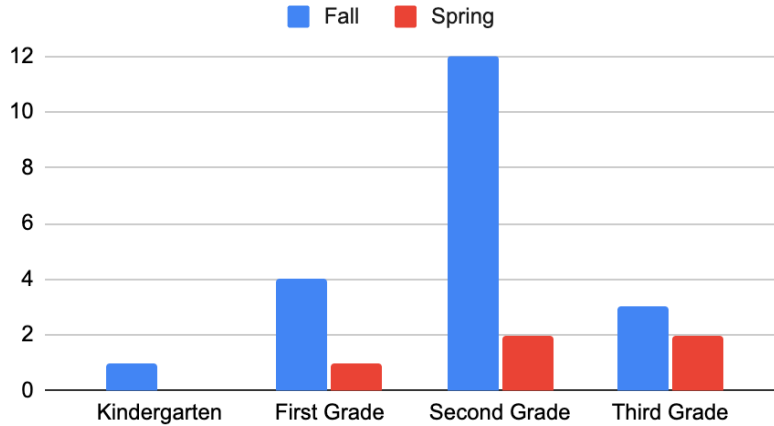
MAP Testing 2020-2021



Fall 2020/ Spring 2021 Comparison By Grade

**Minden Public Schools
 East Elementary/Minden Public Preschool
 June 2021 Report to the Board of Education
 Mrs. Sandy Pohl, Administrator**

20-21 Reading Improvement Students

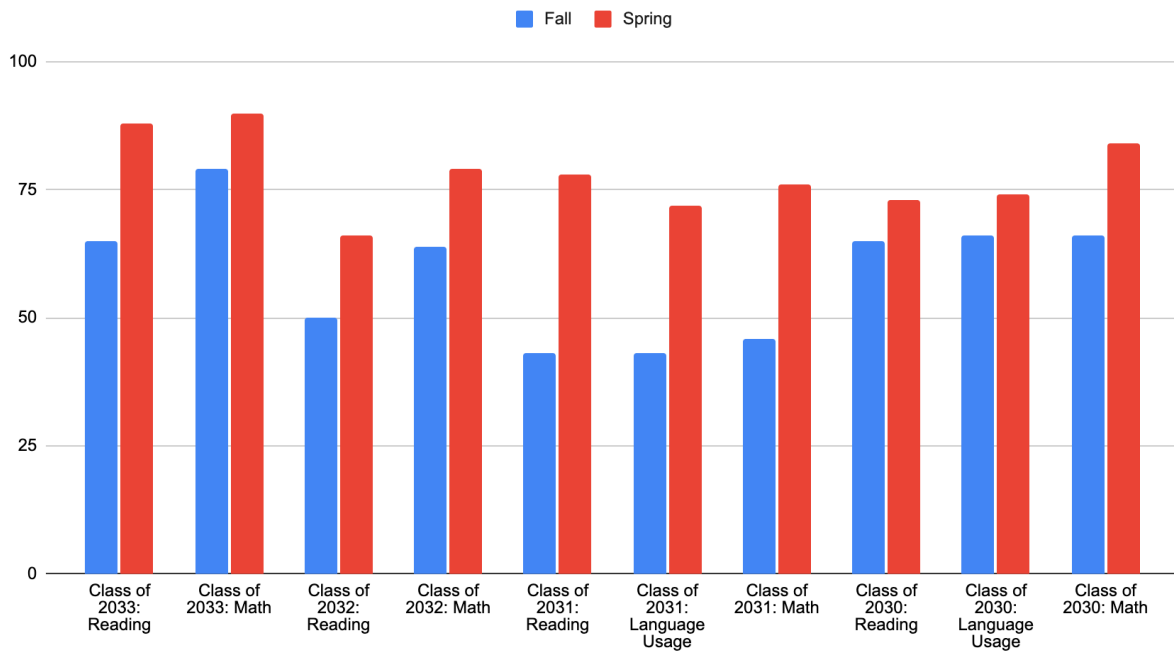


The Nebraska Reading Improvement Act was enacted in 2018 and went into effect in the 2019-2020 school year. According to the Nebraska Department of Education, “The law takes a comprehensive approach to improve the early literacy skills of Nebraska’s K-3 students. It emphasizes the importance of strong early reading instruction and individualized support for students who struggle.” The Reading Improvement Act requires each kindergarten through third grade student to be assessed three times a year with a set threshold for each testing session. In the fall of 2020 (after returning from a quarter of on-line learning), there were twenty students who did not meet or exceed the set threshold at East Elementary. Twenty individualized learning plans were developed which were each focused on intensive, high support interventions in the area of reading. Each day our teachers and paraprofessionals worked on specific interventions, to help individual students needing to progress in reading. Staff members were wringing out each minute of the day to maximize growth in students. East Elementary is proud to report that in the spring of 2021, the intervention efforts minimized the student numbers not meeting the threshold to five.

The Minden Public School Special Education percentages for the 2020-2021 school year end as follows.

	Total Special Education-2020-2021	Articulation Only
Younger than school age	11%	45%
East Elementary	26%	49%
C.L. Jones Middle School	35%	6%
Minden High School	28%	0%

Fall and Spring



Growth of students is measured in a variety of ways at East Elementary. However, one piece of growth monitoring takes place through our MAP testing each fall, winter, and spring. The above chart shows the percentage of students at each grade level meeting grade level standards according to the Measurement of Academic Progress assessment in reading, math and language usage (LU taken in second and third grade). This growth is attributed to the commitment and work ethic of every staff member who works day in and day out with our children. East Elementary is full of highly effective teachers who strategically and creatively instruct all students at each performance level, and paraprofessionals who intensively work with individuals and small groups throughout our building. Every adult in our school has bought in to put our last name on each child; to teach and care for them like we would our very own.

Our Minden Public Preschool takes students who qualify for special education services as the first priority of enrollment. With that said, following the data of students who attended our Minden Public Preschool supports the utmost importance of early childhood education (preschool). Seventy-six percent of the students who attended our preschool are now performing at grade level at East Elementary according to their 2021 spring reading MAP results. Expanding our outreach of birth to five children is a continuous goal of our preschool staff. Outreach activities in order to connect with parents and children that have been done recently include a presentation to the Mothers of Preschool Students (MOPS) and celebration of week of the young child at the Minden Opera House.

To aid in the transition of students between grade levels, each adjoining grade level team and interventionist met as a “staffings” team to analyze and communicate each students’ needs and areas of strength. This began with the preschool team meeting with the kindergarten teachers all the way through third grade teachers meeting with the middle school/4th grade

team. All 229 East Elementary students were introduced to their next year's teacher through their data and information. A goal was also set for each teacher to go meet and share fun things about themselves to the grade level of students below them. For example, Mrs. Harsin (a second grade teacher) made a surprise visit to each first grade class to get them so excited about her as a future teacher and the next grade. The school was abuzz with excitement!

In addition to academics, another area of growth that East Elementary prides itself on is the social and emotional side of developing students. Mrs. Stott, East Elementary's Guidance Counselor, teaches weekly guidance lessons to each class which address positive character traits. She focuses on the keys of excellence consisting of: integrity, speaking with good purpose, commitment, this is it, failure leads to success, ownership, flexibility, and balance. Students, from a young age, are able to learn the importance of these character traits through fun and engaging lessons that incorporate things like "rock brain" and "superflex".

Summer school opportunities will be in full swing at East Elementary and the Preschool during the month of June. There are thirty-five students signed up to take part in the kindergarten and first grade session and forty-eight students in the second and third grade summer school session. Mrs. Carly Miller is leading the summer school program at East. Reading and math is a focus, but a "specials" time (art, music, library, P.E.) and STEM (science, technology, engineering, and math) is also a part of the day. Mrs. Stott, our Guidance Counselor, even made a check in on students' social-emotional well being by teaching a part of summer school.

Just a reminder that you can always stay up to date (even throughout the summer months) on happenings of East and the Preschool through the Minden Public Schools app and our facebook page.



JUNE 2021 BOARD MEETING
ACTIVITIES DIRECTOR REPORT

The Southwest Conference awards the SWC Cup to the girls and boys teams that earn the most points within the conference in golf, cross country, volleyball, one act, basketball, speech, quiz bowl, and track. Points are kept separate for girls and boys throughout the school year depending on how you placed in each sport/activity within the SWC. Points are 10-1st, 8-2nd, 6-3rd, 5-4th, 4-5th, 3-6th, 2-7th, 1-8th. This year our girls placed 4th with 36.5 pts. just behind Broken Bow (52), Ogallala (50), and Gothenburg (42). Our boys placed 5th with 45 pts. behind Broken Bow (60), Ogallala (56.5), Gothenburg (50), and McCook (49). Both our girls and boys teams earned more points this year than last year! The cup has been awarded since 2010. Our girls teams have won the cup 4 times (2010, 2011, 2012, 2013).

Girls

	Ainsworth	Broken Bow	Cozad	Gothenburg	Minden	McCook	Ogallala	Valentine
Girls Golf	2	10	6	4	8	1	3	5
Girls CC	8	3	4	0	6	10	5	1
Volleyball	3	10	2	6	4.5	4.5	8	1
One Act	1	3	10	5	4	2	6	8
Basketball	4	10	1	8	5	3	6	2
Speech	4	5	1	7	7	2	10	3
Quiz Bowl	10	8	2	6	1	3	4	5
Track	2	3	5	6	1	10	8	4
Total	34	52	31	42	36.5	35.5	50	29

Boys

	Ainsworth	Broken Bow	Cozad	Gothenburg	Minden	McCook	Ogallala	Valentine
Boys CC	4	10	2	6	8	5	3	1
Football	1	5	6	10	2	8	4	3
One Act	1	3	10	5	4	2	6	8
Wrestling	1	10	4	2	6	3	8	5
Basketball	2	8	3	4	5	6	10	1
Speech	4	5	1	7	7	2	10	3
Quiz Bowl	10	8	2	6	1	3	4	5
Track	3.5	8	1	5	6	10	3.5	2
Boys Golf	1	3	4	5	6	10	8	2
Total	27.5	60	33	50	45	49	56.5	30

High school student participation is very important to me and I feel it's also a good indicator for success as well as a way to ensure a positive learning experience for our students. My goal is to have every high school student involved in at least one sport or activity each year. Multiple participation is even better as long as the student can keep up with academics. This year we had 75 high school students involved in at least three NSAA sponsored activities/sports. Each of these students were presented a certificate from the NSAA.

Jayne Hoban keeps track of participation by high school students throughout the school year. Our goal is to have every student participating in at least one sport/activity sponsored by the school. This school year we had 134 boys enrolled in high school. There were 110 males students participating in one or more sports/activities. There were 113 female students in high school this year. There were 108 females participating in at least one sport/activity. We started a gaming club this spring to see if we could get more students involved in a school sponsored activity so they were connected to a group of students and coaches. There were around 12 students involved with our gaming club.

June 1st is the date that volleyball, cross country, golf, and softball have been allowed to start sport specific training. Teams will start training at this point this summer preparing for the 2021-2022 school year. Morning weights and conditioning will start June 7th for our student athletes. These workouts can only have 25 athletes per group. The girls will do their workouts on Monday-Wednesday-Friday mornings starting at 6 am and finish in the weight room at 7 am. The girls will have around 45 athletes training in the mornings in the weight room and gyms. The boys will be doing their workouts Monday-Friday with the goal of 4 workouts per week. Boys workouts will start at 7 am and run until around 8:30 am.

Each group will be asked to disinfect the weight room when their workout finishes to do our best in preventing the spread of germs. Summer workouts are an exciting time for our athletes and the teams they compete on to start moving forward with building skills as well as developing leadership skills for the upcoming season. This is a critical time for players to have goals for improving themselves through skill work, building their bodies in the weight room, and improving their agility/mobility.

I am very proud of our coaches for their dedication to our students both in the classroom and within their sport/activity that they sponsor. High expectations are essential for maximum growth both for adults and for our students. Our coaches spend a very high number of hours preparing, teaching, coaching, mentoring, setting up, tearing down, etc for their students. This was a much more difficult year for most everyone including our teachers/coaches. I witnessed our teachers/coaches going the extra mile this school year and I am proud and thankful for them!

Preparation is being made for next year's activities including the calendar, schedules, finishing contracts for contests and officials, completing NSAA forms, and organizing for the 2021-2022 school year. I am also working on sport/activity record boards that eventually will hang in the high school foyer.

This summer will be very busy inside and outside our facilities with camps and team activities. I always look forward to seeing the upcoming teams work together and come together as a team for the upcoming season. I expect this summer to be a great opportunity for all of our athletes and coaches to spend time building their team for the 2021-2022 school year!

Ed Rowse

Superintendent Report

Meeting: June Board Meeting

Date: 6/14/21

Mr. Widdifield

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Topics:

Certified/Classified Handbook Updates: We have a few updates to both of these handbooks. It is potential updates to policy that will have first readings this month. All policies are linked to the handbook, so as we change policy it is automatically updated.

HVAC/Roof: We are moving as quick as we can and my hope is that we can get all materials in a timely manner. Jeremy and I are working on CARES III information and we hope to have an answer about our application by the middle of June. Our best guess is that we will not see any funds until August or September.

State Reporting: This year we have a number of state reports that need to be done before the end of the month. These reports vary from student discipline, substitute reporting, mileage, and staff information.

Summer Lunch: We have a tremendous number of parents and kids taking advantage of the summer lunch program so far this summer. We are making around 260 lunches and breakfast for our families.

Thank You: The maintenance and custodial staff have been working hard to stay ahead of projects. I think having our custodial staff work together has been a big benefit to all. We still have a number of things to get done, I believe we are having a good start to the summer.

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Minden Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Minden Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Minden Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s

determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

InstructionSpecial Education

Minden Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is

available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01

7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

9. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or

- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a

determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC 51-006.04.

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Minden Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Minden Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Minden Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Minden Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Minden Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or

gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Minden Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Minden Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Minden Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440; james.widdifield@mindenwhippets.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Minden Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which

they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting

(unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

Personnel - All Employees

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 20 minutes before the start of school and 20 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: [Insert Date]

Personnel – Non-Certificated EmployeesLeaves of AbsenceA. Paid Leaves

1. *Paid Leaves Available.* Minden Public Schools makes the following forms of paid leaves available to non-certificated employees: Sick Leave, Bereavement Leave and Vacation Leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is August 1st through July 31st.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Eligibility Based on Employment Status.* For purposes of eligibility for paid leave days, employees are identified as:
 - a. *Full-Time/12-Month Employees* – Employees scheduled to work in one position at least 260 days and 2,080 hours (260 x 8 = 2,080) per leave year. Eligibility for full-time status treatment based on combinations of positions is subject to prior written approval of the Superintendent.
 - b. *Full-Time/9-Month Employees* – Employees scheduled to work in one position at least 180.5 days per leave year and scheduled to work 40 hours per week. Eligibility for full-time status treatment based on combinations of positions is subject to prior written approval of the Superintendent.
 - c. *Part-Time Employees* – Employees scheduled to work in one position at least 180.5 days per leave year and who are scheduled to work at least 20 hours per week; and who do not meet the Full-Time Employee criteria.
 - d. *New Employees* – Employees who have been employed with the District less than 4 months. New employees are not eligible for paid leaves. Upon reaching the 4 month employment anniversary, an employee becomes eligible for paid leaves for the remainder of the leave year, including the 4 month probationary period, on a pro rata basis.
 - e. *Ineligible Employees* – Employees who are not Full-Time/12-Month Full-Time/9-Month or Part-Time Employees, as defined above, including any

employees employed on a substitute or temporary basis. Ineligible Employees are not eligible for any paid leaves.

f. *Change in Employee Status* – An employee who changes from an ineligible for paid leave status to eligible status during a leave year becomes eligible for paid leave at the beginning of the next leave year. An employee who changes from eligible to ineligible status during a leave year becomes ineligible for paid leave at the time the change in status occurs.

6. *Unused Days.* There is no pay for unused paid leave either during or upon ending of employment except as may be provided in written employment contracts approved by the Board, and except as required by law. A condition of paid leave being available is that the employee not engage in misconduct warranting termination. Accordingly, in the event the Superintendent or the Board determines that an employee has engaged in misconduct, there shall be no pay for unused leave days. In the event unused leave days are required to be paid, the employee will be paid at the employee's daily rate of pay at the time the unused paid leave days first became available.

B. Sick Leave

1. *Days Per Leave Year.* Full-Time/12-Month Employees have 8 days of sick leave available per leave year. Other eligible employees have 6 days of sick leave available per leave year.
2. *Availability.* Sick leave is a paid work day when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or tempera disability of the employee, due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition, or for doctor visits for the employee or a member of the employee's immediate family in circumstances where the doctor's visit could not reasonably be scheduled for non-duty time. Immediate family for purposes of sick leave means the employee's spouse, parents, dependent child, and standing in the same relation to the employee's spouse (in-laws).
3. *Use of Sick Leave.* Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.
4. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45 and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2009-2010 school year will continue to have the excess days available for use, but will not be

given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

C. Bereavement Leave

1. *Immediate Family.* Paid family bereavement leave of 3 consecutive days is available to eligible employees in the event of the death of an immediate family member. The term “immediate family” for this purpose means the employee’s spouse, child, parent, grandparent, grandchild and sibling; and family members standing in the same relation to the employee’s spouse (in-laws). Family bereavement leave of 5 days is available for each such death, provided that the total paid family bereavement taken in a leave year not exceed 10 days.
2. *Non-Immediate Family.* Non-family bereavement leave of 1 day is available to eligible employees in the event of the death of a person who is not an immediate family member, but with whom the employee was so close that the employee would be expected to attend the person’s funeral. Non-family bereavement leave requires advance approval of the employee’s supervisor. The combination of family and non-family bereavement leave may not exceed 10 days in the leave year.
3. *Use of Bereavement Leave.* Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee’s parent, child or spouse, where grief would be expected to impair the employee’s ability to function at work. Bereavement leave will be deducted from an employee’s sick leave balance.
4. *Carry-over and Accumulation.* There is no carry-over or accumulation of unused bereavement leave.

D. Vacation Leave

1. *Eligibility for Vacation Leave.* Vacation leave is available only to Full-Time/12-Month employees and to those employees whose individual employment contract specifies that they are to receive vacation leave.
2. *Days Available.* Employees eligible for vacation leave shall have the following number of vacation days available each leave year:

Years of Continuous Employment	Vacation Days
0-1	-0-
1-20	10
20 or more	15

3. *Availability of Days During Leave Year.* Vacation days will become available within each leave year based on the following formula: Total annual contract days divided by specified vacation days equals days of employment required for each vacation day to become available. Example: Total contract days (260) divided by specified vacation days (10) equals one vacation day available per 26 days of employment. The Superintendent or the Superintendent's designee may approve an employee taking the employee's full annual allotment of vacation days prior to the vacation days becoming available under the formula. Such advancement is on the condition that if the employment is ended prior to the employee completing the contract days specified, the employee must reimburse the District for the value of the vacation days that were advanced. By making a request for an advancement of vacation, the employee consents to such being deducted from the employee's final pay.
4. *Eligibility Based of Years of Employment.* A "year of continuous employment" is determined based on a full leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for vacation leave is not considered for determining years of continuous employment.
5. *Requesting Use of Vacation Days.* Advance notice of taking vacation is required. All vacation time is to be arranged with the employee's direct supervisor and requires approval of the Superintendent.
6. *Carry-Over of Unused Vacation.* Employees are encouraged to take their vacation within each leave year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next shall be the number of days made available during the most recent leave year. The maximum that may be accumulated is 20 days. Once the maximum is accumulated, no further vacation days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 20, and then only to the extent necessary to restore the total number of available vacation days to the maximum of 20 days. Employees who have accumulated vacation days in excess of said maximum prior to the 2009-2010 school year will continue to have the excess days available for use, but will not be given any additional vacation days until their unused days are less than the maximum of 20, and then only to the extent necessary to restore the total number of available vacation days to the maximum of 20 days in a leave year.
7. *Unused Leave.* There shall be no pay for unused vacation days either during or upon ending of employment except as may be required by law. In the event the Superintendent determines that the employee has engaged in misconduct and the employee is terminated or involuntarily resigns, there shall be no pay for unused days. In the event unused vacation is required to be paid, the employee will be paid at the employee's daily rate of pay at the time the unused vacation day first became available.

E. Personal Leave

Eligible employees have two days of personal leave per leave year. Use of personal leave is subject to the condition that the employee have a reason for needing to be absent for a personal reason. Unused personal leave days may not be carried over from one leave year to another. At the end of each leave year, unused personal leave is paid at the employee's hourly rate of pay.

F. Unpaid Leaves

Minden Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

G. Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

H. FMLA

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee uses any FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required at the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five successive days, and in such other cases as deemed appropriate by the Superintendent or the board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

Upon return from FMLA leave, an employee shall be assigned to the same position originally held, or to an equivalent position. In the case of certificated employees an “equivalent position” means any certificated employment position for which the employee is qualified by reason of endorsement, college preparation, experience, or other similar factors. In the case of other employees or positions, an “equivalent position” means a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Legal Reference:	29 U.S.C.A. Sec. 2611, et seq. (FMLA)
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I. Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statues must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. Sec. 55-160 to 55-166 Neb. Rev. Stat. Sec. 55-501 to 55-507 29 U.S.C. Sec. 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. Sec. 4301 to 4333; 20 CFR Part 1002 (USERRA)
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J. Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	Sec. 48-234
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K. Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	Sec. 2s-164o
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L. Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

M. Voting Leave

Employees will be allowed paid time off to vote in an election if the employee (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such

absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	Sec. 32-922
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Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Minden Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: [Insert Date]

4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, MINDEN PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Minden Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by Minden Public Schools to answer employee questions about these materials are:

Superintendent of Schools

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol

use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle,

- if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b)
 - (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
 - (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
 - (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) **Alcohol.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) **Controlled Substances.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol

(concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Minden Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy cannot be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

The rehiring of a former employee is contingent on the former employee having a positive performance record with the District. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

Legal Reference: Neb. Rev. Stat. Sec. 79-501

Date of Adoption: [Insert Date]

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Minden Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt ¹
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities ²		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. Sec. 79-830

Date of Adoption: [Insert Date]

¹ Except Minden Public Schools sponsored workshops.

² "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Date of Adoption: [Insert Date]

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: June 14, 2021

InstructionParental/Community Involvement in Schools

Kearney County School District 0503, a/k/a Minden Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: December 15, 2009
Date Reaffirmed: May 10, 2021

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2009
Date Reaffirmed: May 10, 2021

StudentsStudent Fees Policy

The Board of Education of Minden Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. Sections 79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. Sections 79-241, 79-605, and 79-611 (transportation)
 Neb. Rev. Stat. Sec. 79-2104 (student files or records)
 Neb. Rev. Stat. Sec. 79-715 (eye-protective devices)
 Neb. Rev. Stat. Sec. 79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. Sec. 79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. Sections 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date Reaffirmed: May 11, 2020
Date Reaffirmed: May 10, 2021